

**ENGINEERING AND RELATED SERVICES
AUGUST 19, 2011**

**STATE PROJECT NO. H.007020
F.A.P. NO. 9910539
HISTORIC BRIDGE INVENTORY
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of contract execution.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

Project Manager – Ms. Stacie Palmer

All inquiries concerning this advertisement should be sent in writing to Debbie. Guest@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will conduct a Historic Bridge Inventory (HBI) to identify and evaluate all bridges, within DOTD's inventory and built prior to 1970, for their significance and eligibility for inclusion in the National Register of Historic Places (NRHP). The purpose of the HBI is to aid our environmental review process.

SCOPE OF SERVICES

There are approximately 5,428 bridges built through 1970 in the Louisiana Department of Transportation and Development's (LADOTD) bridge inventory. These include on and off system bridges. The services to be rendered for the historic bridge inventory shall consist of the following various tasks described below.

Task 1 Project Initiation and Tracking The Consultant shall prepare and submit a work plan, quality control plan, and progress schedule, which will be distributed and reviewed by internal team members. Early coordination will include the Consultant arranging, conducting, and summarizing a kick-off meeting with the project team and other appropriate. Agenda items for this meeting shall include the review points and durations, time frame assumptions built into the project schedule, procedures, gather historical research materials, and plans for early coordination of public involvement. LADOTD's IT staff will be present to discuss content and format recommendations for the project website.

Task 2 Public Involvement This task will be undertaken concurrently with tasks 3 - 11. Public presentations will be made to share information regarding the bridge inventory project, including proposed methodology and evaluation criteria.

Task 3 Develop Contextual Study of Historic Bridges in Louisiana The contextual study to be developed under this scope will focus on history and engineering of bridge design in Louisiana.

Task 3.1 Conduct historical research

Task 3.2 Prepare Historic Bridge Context Outline

Task 3.3 Prepare historic context report

Task 3.3.1 Conduct draft historic context report meeting

Task 3.5 Complete preliminary analysis of National Bridge Inventory (NBI) (DOTD's On-System and Off-System Bridge Databases)

Task 3.6 Prepare final historic context report

Task 4 Develop Methodology for Bridge Inventory Because it is not feasible or practical to field survey all bridges built through 1970, the Consultant will develop a method for separating the bridge population into subgroups based upon type/level of data needed for their evaluation.

Task 4.1 Methodology meeting

Task 4.2 Develop methodology for stratifying bridge population

Task 4.3 Test assumption of methodology

Task 4.4 Prepare draft Bridge Stratification Report with list of subgroups and data needs

Task 4.5 Develop final Bridge Stratification Report

Task 5 Develop Evaluation Criteria for National Register Eligibility Based on the results of the Historic Context Report and the meeting the Consultant will develop bridge evaluation criteria and implementation procedures for determining which bridges are National Register eligible. These criteria will focus on significance at the state level but will also identify local trends and developments found during research. If Louisiana played a national role in any innovations affecting the subject structures, possible national levels of significance will also be identified.

Task 5.1 Prepare evaluation criteria

Task 5.1.1 Evaluation criteria meeting

Task 5.2 Develop integrity considerations

Task 5.3 Prepare draft evaluation criteria and implementation procedures report

Task 5.3.1 Public meeting- Evaluation Criteria and Implementation Procedures

Task 5.4 Final evaluation criteria and implementation procedures report

Task 6 Conduct Bridge Inventory The Consultant with, LADOTD, Federal Highway Administration (FHWA), and Louisiana State Historic Preservation Officer (LASHPO), will determine the proposed approach for the bridge inventory. Bridges that are over fifty years of age and are currently slated for replacement/rehabilitation will be given priority.

Task 6.1 Determine project approach

Task 6.2 Project approach meeting

Task 6.3 Develop a historic bridge inventory database template

Tasks 6.3.1 Database Template meeting

Task 6.3 Populate database

Task 6.4 Collect bridge inventory data for all subgroups

Task 7 Analyze inventory data to make eligibility determinations for all bridges in the HBI

Task 7.1 During the course of the contract the consultant may be tasked to provide a NRHP eligibility evaluation of a bridge that is part of a concurrent environmental review.

Task 8 Develop criteria for identification of “select” and “non-select” bridges “Select” bridges are historic bridges that are most suitable for preservation and are excellent examples of a given type of historic bridge.

Task 9 Analyze inventory data to make “select” and non-select” determinations

Task 10 Supply information for creation of project website

Task 10.1 Update information on quarterly basis.

Task 10.2 Final historic context report available on project website.

Task 11 Development of the Programmatic Agreement for Historic Bridges

Task 12 Prepare Publication on Historic Bridges of Louisiana

DELIVERABLES

Purpose:

The DOTD IT GIS Unit has implemented standards for all applications using GIS. Any GIS application developed for DOTD must comply with these software standards. By meeting these standards, contractors and developers will ensure that their work will be compatible with the existing DOTD IT infrastructure. Contract deliverables that do not comply with these standards cannot be assimilated into the DOTD IT system. In addition, applicable DOTD IT and State of Louisiana, Office of Information Technology standards also apply.

All software must be developed and delivered using the current version of production software at DOTD.

All applications developed and hosted off-site must adhere to this requirement, before they can be migrated to the DOTD system.

Development Environment Standards for DOTD GIS Applications:

1. Microsoft Windows Server 2003 with IIS 6 is the web hosting standard for DOTD GIS.
2. Microsoft Visual Studio 2008 SP1 is the development environment standard for DOTD GIS.
3. Microsoft Silverlight 3 is the current version for development environment standard for DOTD GIS.
4. ESRI ArcGIS 9.3.1 SP1 is the GIS software standard for DOTD GIS.
5. Applications must be written in VisualBasic.NET, implementing code-behind pages for User Interface (UI) content.
6. All code modules need option strict and option explicit enabled.
7. Applications must be delivered in the form of a Visual Studio, non-compiled solution including licensed copies of all dependent libraries and becomes the property of DOTD.

Software Standards for DOTD GIS Web Applications:

1. Applications must use the ArcGIS API for Microsoft Silverlight/WPF to implement GIS User Interface (UI) components.

2. Applications must be developed for ArcGIS server 9.3.1 SP1 for the .NET Framework running on IIS 6.

Software Standards for DOTD GIS Non-Web Applications:

1. Any ArcGIS Desktop extensions or stand alone applications must use ArcObjects and ArcEngine version 9.3.1 SP1 where GIS functionality is needed.

DataBase Standards for DOTD GIS Applications:

1. The DOTD IT GIS Unit uses IBM DB2 and Microsoft SQL Server as its database standards.

DOTD will provide contractors and developers with style sheets, GIS data, and other information upon request.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

SERVICES TO BE PERFORMED BY DOTD

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

1. Access to the Louisiana Bridge inventory Master Structure File.
2. Access to bridge inspection files.
3. Access to DOTD cultural resources reports.
4. Access to DOTD standard plans and drawings.
5. Access to HAER documents on file at DOTD.

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be **730 calendar days**. The delivery schedule for all project deliverables shall be established by the Project Manager.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be actual cost plus a negotiated fixed fee, with a maximum compensation limitation.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

Within 15 calendar days of notification of selection, a kick-off meeting will be held with the selected Consultant/Team and appropriate DOTD personnel. The selected Consultant/Team will be required to submit a proposal within 30 calendar days following the notification of selection. All negotiations must be completed within 60 calendar days following the notification of selection.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)
21. Secondary literature related to Louisiana transportation (including the Transportation Context).
22. LDOTD's annual progress reports, major planning studies for bridges, and bridge design manuals for the period.

23. Histories of construction and design firms actively working on Louisiana bridges during this period.
24. Engineering journals of the period covering the subject bridges, such as *Engineering News-Record and Public Roads*.
25. Standard plans and construction drawings for the subject bridges, as needed. Bridge design has many of the standards plans and drawings scanned.
26. LADOTD's Master Structure File.
27. Louisiana State Historic Preservation Office's historic bridge records, including NRHP nominations and determinations of eligibility for bridges.
28. Historic contexts for bridges of the period completed by other state departments of transportation and National Cooperative Highway Research Program.

MINIMUM PERSONNEL REQUIREMENTS

1. At least one of the Principals of the Prime Consultant shall be professionally competent in the preparation of a statewide historic bridge inventory.
2. At least one principal or responsible member of the firm shall have had a minimum of five years experience in responsible charge of or major expertise in the field of historic bridge structures and writing historic contexts.
3. The prime must employ on a full time basis, or through the use of sub-consultants
 - a. Three staff members that meet the Secretary of the Interior's qualification standards for Historic Preservation with expertise in historic bridges.
 - b. One staff member that has at least 5 years experience with public involvement, preferably with historic preservation projects.
 - c. One Professional Civil engineer, registered in the state of Louisiana with at least 5 years experience in bridge design preferably with experience in historic bridge rehabilitation and maintenance.
 - d. Six staff members that have at least three years experience collecting data for statewide historic bridge inventories and are knowledgeable with the National Bridge Inventory (NBI) data. These staff members should have experience using GPS.
 - e. Two staff members with five years experience recording historic bridge structures and have prepared Historic American Engineering Records (HAER) documents.
 - f. Two staff members with experience working with the Section 106 process, determining National Register eligibility of historic bridge properties and drafting programmatic agreements.
 - g. One staff member with 10 years experience in researching and writing historic bridge contexts reports.

- h. One staff member, who has database expertise and has worked with Db2, Access, and GIS. This person should have experience working with NBI and cultural resource data
- i. One staff member that has five years experience writing National Register Nominations with multiple properties.
- j. One staff member who has five years experience analyzing historic bridge data and has advised state Departments of Transportation on bridges that are most suitable for preservation. This person must also have experience in developing evaluation criteria for National Register eligibility for historic bridges and integrity considerations.
- k. One staff member with five years experience writing publications on cultural resources projects for the public.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 5;
2. Consultant's personnel experience on similar projects, weighting factor of 6;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3; *
4. Consultant's past performance on similar DOTD projects, weighting factor of 2; **
5. Consultant's current work load with DOTD, weighting factor of 5; ***
6. Location where the work will be performed, weighting factor of 4; ****

* All respondents that are too large will receive no less than a 2 in this category.

** The Historic and Archeological (EH) performance rating will be used for this project.

*** All respondents will receive a 4 in this category.

**** Location will be based from Marksville, Louisiana

Complexity Level (complex)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie L. Guest – Ex officio
2. Stacie Palmer – Project Manager
3. Jan Grenfell
4. Steven Sibley
5. Artur D' Andrea
6. Ray Mumphrey

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s SF 24-102 must be firmly bound to the Consultant’s SF 24-102. In Section 9, the Consultant’s SF 24-102 must describe the **work elements** to be performed

by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with **State Project No. H.007020**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, September 6, 2011**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Ms. Debra L. Guest, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.